



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

February 12, 2020

Lee Ann Kwiatkowski
Muncie Community Schools #1970
2501 N Oakwood Ave
Muncie, IN 47304-2399

**Southside Middle School
Amendment # 1
2019-2020 School Year**

Your 1003(g) School Improvement Grant (SIG) amendment for SY 2019-2020 for **Southside Middle School** has been approved. These funds are authorized for use as of **February 10, 2020**. The amount listed below verifies the school improvement funds approved.

Your corporation is responsible for conducting the 1003(g) SIG program in the manner and for the purpose described in the application and in accordance with federal law. Please include this documentation as an appendix into your original 1003(g) SIG application as evidence of the approved amendment. If you have questions concerning the approval, please contact Dwayne Marshall at dmarshall2@doe.in.gov.

SY 2019-2020 1003(g) School Improvement Grant Availability:

\$259,400.00

Sincerely,

Nathan Williamson
Director of Title Grants and Support
Indiana Department of Education
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN 46204

SIG 1003g Amendment Narrative #1 SY 2019-2020

Instructions: Upon receipt of your request, staff will process and either approve or disapprove your request in writing. Generally, amendment requests will be processed and mailed within fifteen (15) business days of receipt of the request. **IDOE will not approve any budget or programmatic revisions that are inconsistent with the purpose or terms and conditions of the 1003g federal grant.**

School Name:	Southside Middle School
Person(s) requesting Amendment:	Craig Standish (Principal) and Dr. Dea Young (Grant Supervisor)
Phone number and email:	craig.standish@muncieschools.org (765) 747-5320 / dea.young@muncieschools.org (765) 747-5207

Goal/Federal Requirement/Key Finding	Original Application	Revision	Justification
Ex: Increase Learning Time	Ex: The school budgeted \$50,000 for the before and after school program mandatory for all students.	Ex: The school did not budget enough funds for the before and after school program for all students to attend. The school needs to add \$50,000 to fulfill all staff salaries.	Ex: In order for all students to attend the before and after school program for the 200 student days, the school will need to move funds from technology and supplies over to instruction to fulfill all staff salaries.
<i>Develop Teacher Effectiveness</i>	The school originally budgeted \$20,000 for teacher stipends for professional development along with \$4,000 for benefits related to these stipends.	The school did not break up the professional development budget to include conference registrations, travel, and meals for professional development away from the school site. The school needs to break this up allowing \$17,500 for stipends, \$3,500 for benefits related to these stipends, and \$3,000 for registration, travel, and meals.	In order for teachers to attend meaningful conferences and workshops off site, related to instruction and SEL, the school needs to move funds from <i>Improvement of Instruction: Salary (Cert.) [\$2,500]</i> and <i>Improvement of Instruction: Benefits (Cert.) [\$500]</i> to <i>Improvement of Instruction: Other Purchased Services [\$3,000]</i> .
<i>Increase Learning Time</i>	The school originally budgeted \$10,000 for teacher stipends for the extended learning program along with \$2,000 for benefits related to these stipends.	The school completed one session of the extended learning program (Oct-Nov). The total cost for the first session was \$9420. Instead of having a second session (Apr-May) the remaining funds (\$2,580) will be redirected to the tutoring program in order to offer tutoring before school (7:40 a.m. to 8:40 a.m.) in addition to after school.	Student participation was much lower than expected for extended learning. The school can impact more students through small group tutoring, especially by adding sessions before school. The school needs to move funds from <i>After school tutoring (Extended Learning)</i> to <i>Tutoring/homework help</i> . In addition, the school will extend the tutoring/homework help program to include time before school as well. (On the breakdown sheet <i>after school homework help program</i> has been renamed <i>Tutoring/homework help program</i> . Lines 16-19) All of these funds remain in the <i>Increase Learning Time</i> focus area.
<i>Create Community Oriented Schools</i>	The school originally budgeted \$1,270 for Robotics Club registration & travel, along with a \$1,500 stipend for a robotics club coach and \$300 for benefits related to that stipend.	The school needs to redirect these funds to the tutoring program to support tutoring before and after school. (A total of \$3,070 from <i>Create Community Oriented Schools to Increase Learning Time</i> .)	The school was unable to recruit a robotics club coach and, therefore, does not have a robotics club for 2019-2020.

<i>Develop Teacher Effectivness</i>	The school originally budgeted \$38,500 for EES to develop teacher effectiveness and \$10,500 for principal mentor (\$49,000 total).	The school will use EES and additional companies (like NIET) to help develop teacher effectiveness. This will include best practices for STEM certifications, literacy coaching best practices for social emotional learning and outside consulting. PLC's to implement work developed from the work of NIET, best practices.	The total for <i>Professional Services</i> will not remain the same (\$21,500) . However, it will now be budgeted as follows: \$21,000 EES , \$10,500 for principal mentor, \$5,000 Robert Jackson Consulting and \$5,000 literacy coaching. The school needs to move \$7,500 from <i>Develop Teacher Effectiveness/External Partners</i> to <i>Increase Learnign Time/Summer Transition Program</i> for the 2020-2021 incoming sixth grade class. PLC's will provide teachers an opportunity to implemented best practices learned and shared during PLC time.

Focus Area	Activity Description	Budget Category	Activity Total \$
Develop Teacher Effectivness	External Partner	Improvement of Instruction: Professional Services	\$ 31,000.00
Develop School Leadership Effectiveness	Principal Mentor	Improvement of Instruction: Professional Services	\$ 10,500.00
Develop Teacher Effectivness	Technology Coach Salary	Improvement of Instruction: Salary (NonCert.)	\$ 30,000.00
Develop Teacher Effectivness	Technology Coach Benefits	Improvement of Instruction: Benefits (NonCert.)	\$ 6,000.00
Implement Comprehensive Instructional Reform Strategies	Interventionalist	Instruction: Salary (Cert.)	\$ 45,000.00
Implement Comprehensive Instructional Reform Strategies	benefits for interventionist	Instruction: Benefits (Cert.)	\$ 9,000.00
Develop School Leadership Effectiveness	Team Leads	Improvement of Instruction: Salary (Cert.)	\$ 4,000.00
Develop Teacher Effectivness	Team leads benefits	Instruction: Benefits (Cert.)	\$ 800.00
Develop Teacher Effectivness	Teacher mentoring program	Improvement of Instruction: Salary (Cert.)	\$ 18,000.00
Develop Teacher Effectivness	Teacher mentoring program	Improvement of Instruction: Benefits (Cert.)	\$ 1,800.00
Provide Operational Flexibility	SIG Managemgent	Other Support Services: Salary (Cert.)	\$ 4,320.00
Provide Operational Flexibility	SIG Managemgent benefits	Other Support Services: Benefits (Cert.)	\$ 864.00
Provide Operational Flexibility	Data Facilitator	Improvement of Instruction: Salary (Cert.)	\$ 4,320.00
Provide Operational Flexibility	Data Facilitator benefits	Improvement of Instruction: Benefits (Cert.)	\$ 864.00
Increase Learning Time	Tutoring/homework help program supervisor	Other Support Services: Salary (Cert.)	\$ 7,200.00
Increase Learning Time	Tutoring/homework help program supervisor benefits	Other Support Services: Benefits (Cert.)	\$ 1,440.00
Increase Learning Time	Tutoring/homework help teachers	Instruction: Salary (Cert.)	\$ 15,808.00
Increase Learning Time	Tutoring/homework help benefits	Instruction: Benefits (Cert.)	\$ 3,162.00
Increase Learning Time	After school tutoring (Extended Learning)	Instruction: Salary (Cert.)	\$ 7,850.00
Increase Learning Time	After school tutoring benefits (Extended Learning)	Instruction: Benefits (Cert.)	\$ 1,570.00
Increase Learning Time	Saturday school facilitator	Instruction: Salary (NonCert.)	\$ 4,800.00
Increase Learning Time	Saturday school facilitator	Instruction: Benefits (NonCert.)	\$ 960.00
Increase Learning Time	Saturday school teachers	Instruction: Salary (Cert.)	\$ 4,800.00
Increase Learning Time	Saturday school teachers	Instruction: Benefits (Cert.)	\$ 960.00
Increase Learning Time	Saturday school counselor	Support Services (Student): Salary (Cert.)	\$ 2,400.00
Increase Learning Time	Saturday school counselor	Support Services (Student): Benefits (Cert.)	\$ 480.00
Develop Teacher Effectivness	Professional Development stipends for teachers	Improvement of Instruction: Salary (Cert.)	\$ 17,500.00
Develop Teacher Effectivness	Professional Development stipends for teachers	Improvement of Instruction: Benefits (Cert.)	\$ 3,500.00
Create Community Oriented Schools	Robotics Club registration and travel	Instruction: Other Purchased Services	\$ -
Develop Teacher Effectivness	Book study for mentoring program	Improvement of Instruction: General Supplies	\$ 1,000.00
Create Community Oriented Schools	Robotics Coach	Instruction: Salary (Cert.)	\$ -
Create Community Oriented Schools	Robotics Coach benefits	Instruction: Benefits (Cert.)	\$ -
Develop Teacher Effectivness	Instructional Supplies	Instruction: General Supplies	\$ 9,002.00
Develop Teacher Effectivness	Professional Development for teachers	Improvement of Instruction: Other Purchased Services	\$ 3,000.00
Increase Learning Time	Summer Transition Program	Instruction: Salary (Cert.)	\$ 6,250.00
Increase Learning Time	Summer Transition Program	Instruction: Benefits (Cert.)	\$ 1,250.00
		Budget Category	Total
		Instruction: Salary (Cert.)	\$ 79,708.00
		Instruction: Benefits (Cert.)	\$ 15,492.00
		Instruction: Salary (NonCert.)	\$ 4,800.00
		Instruction: Benefits (NonCert.)	\$ 960.00
		Instruction: Professional Services	\$ -
		Instruction: Rentals	\$ -

Instruction: Other Purchased Services	\$ -
Instruction: General Supplies	\$ 9,002.00
Instruction: Property	\$ -
Instruction: Transfer	\$ -
Support Services (Student): Salary (Cert.)	\$ 2,400.00
Support Services (Student): Benefits (Cert.)	\$ 480.00
Support Services (Student): Salary (NonCert.)	\$ -
Support Services (Student): Benefits (NonCert.)	\$ -
Support Services (Student): Professional Services	\$ -
Support Services (Student): Rentals	\$ -
Support Services (Student): Other Purchased Services	\$ -
Support Services (Student): General Supplies	\$ -
Support Services (Student): Property	\$ -
Support Services (Student): Transfer	\$ -
Improvement of Instruction: Salary (Cert.)	\$ 43,820.00
Improvement of Instruction: Benefits (Cert.)	\$ 6,164.00
Improvement of Instruction: Salary (NonCert.)	\$ 30,000.00
Improvement of Instruction: Benefits (NonCert.)	\$ 6,000.00
Improvement of Instruction: Professional Services	\$ 41,500.00
Improvement of Instruction: Rentals	\$ -
Improvement of Instruction: Other Purchased Services	\$ 3,000.00
Improvement of Instruction: General Supplies	\$ 1,000.00
Improvement of Instruction: Property	\$ -
Improvement of Instruction: Transfer	\$ -
Other Support Services: Salary (Cert.)	\$ 11,520.00
Other Support Services: Benefits (Cert.)	\$ 2,304.00
Other Support Services: Salary (NonCert.)	\$ -
Other Support Services: Benefits (NonCert.)	\$ -
Other Support Services: Professional Services	\$ -
Other Support Services: Rentals	\$ -
Other Support Services: Other Purchased Services	\$ -
Other Support Services: General Supplies	\$ -
Other Support Services: Property	\$ -
Other Support Services: Transfer	\$ -
Operations and Maintenance: Salary (Cert.)	\$ -
Operations and Maintenance: Benefits (Cert.)	\$ -
Operations and Maintenance: Salary (NonCert.)	\$ -
Operations and Maintenance: Benefits (NonCert.)	\$ -
Operations and Maintenance: Professional Services	\$ -
Operations and Maintenance: Rentals	\$ -
Operations and Maintenance: Other Purchased Services	\$ -
Operations and Maintenance: General Supplies	\$ -
Operations and Maintenance: Property	\$ -
Operations and Maintenance: Transfer	\$ -
Transportation: Salary (Cert.)	\$ -
Transportation: Benefits (Cert.)	\$ -

Transportation: Salary (NonCert.)	\$ -
Transportation: Benefits (NonCert.)	\$ -
Transportation: Professional Services	\$ -
Transportation: Rentals	\$ -
Transportation: Other Purchased Services	\$ -
Transportation: General Supplies	\$ -
Transportation: Property	\$ -
Transportation: Transfer	\$ -
Community Services Operations: Salary (Cert.)	\$ -
Community Services Operations: Benefits (Cert.)	\$ -
Community Services Operations: Salary (NonCert.)	\$ -
Community Services Operations: Benefits (NonCert.)	\$ -
Community Services Operations: Professional Services	\$ -
Community Services Operations: Rentals	\$ -
Community Services Operations: Other Purchased Services	\$ -
Community Services Operations: General Supplies	\$ -
Community Services Operations: Property	\$ -
Community Services Operations: Transfer	\$ -
Indirect Cost Used	\$ -
Grand Total	\$ 259,400.00

SIG 1003g Budget SY 2019-2020 Amendment #1

Complete the budget below:

Object Code		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	Line Totals
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase	General Supplies	Property	Transfer	
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	\$ 65,700.00	\$ 5,000.00	\$10,000.00	\$ 960.00	\$ -	\$ -	\$ 5,270.00	\$ 9,002.00	\$ -	\$ -	\$ 95,932.00
21000	Support Services - Student	\$ 2,400.00	\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880.00
22100	Improvement of Instruction (Professional Development)	\$ 64,820.00	\$14,000.00	\$ 7,644.00	\$ 800.00	\$55,500.00	\$ -	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ 146,764.00
22900	Other Support Services	\$ 11,520.00	\$ -	\$ 2,304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,824.00
25191	Refund of Revenue											\$ -
26000	Operation & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27000	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33000	Community Service Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60100	Transfers (interfund)											\$ -
	Column Totals	\$ 144,440.00	\$19,000.00	\$20,428.00	\$1,760.00	\$55,500.00	\$ -	\$ 8,270.00	\$ 10,002.00	\$ -	\$ -	\$ 259,400.00

Indirect Cost Rate %: 1.31 Subtract the amount above \$25,000 (per individual contracted service) from your total budget: \$ (6,000.00)

Total after deducting Property: \$ 253,400.00

Total Available for Indirect Costs: \$ 3,319.54

Amount of Indirect Cost to be used: \$ -

Grand Total After Indirect Cost: \$259,400.00

Budget Narrative

DIRECTIONS: Provide a narrative below on how funding is allocated. E.g. Other Purchase Services: \$1,500-- PD for mentor teachers to attend New Tech training; \$4,000 -- administration team attending NASTID conference

Supplies	Property: Equipment/ Technology
Teacher mentoring program book study books \$1000; instructional supplies for teachers \$9002	
Professional Services	Other Purchase Services (travel, communication)
\$21,000 for EES consulting days , \$15,500 for principal mentor, \$5,000 Robert Jackson Consulting Literacy Coach - 4 days at \$1,500/day = \$6,000 Professional Development = National Institute of Excellence in Teaching = \$25,000	Travel and registration for Robotics Club \$1270 Teacher PLC meetings over Best Practices (NIET) = 43 teachers @ \$50/month for five months = \$10,750 conferences/workshops related to instruction and/or SEL. (Registration fees, travel & meals) \$3000

SIG Staffing

Instructions: Complete the SIG Staffing information below

Staff Name	Staff Position	Cert/ Non-Certified.	FTE:	Stipend: Y/N	Split Funded: Y/N	Additional Funding Source	Position Description
3 teachers TBD	Interventionists	Cert.	0.33	N	Y	Education Fund	Three teachers will teach 2 sections of remediation ELA/math for students who are struggling and need additional support.

Varies	Team Leaders	Cert.		Y	N		New to SMS this year is team teaching for each grade level. There are 4 team leads in the school and they will be paid a \$1000/year stipend to lead each cross curricular team throughout the year.
Lawrence	SIG Management	Cert.		Y	N		All duties will be outside the contractual hours and tracked. A stipend will be given to a teacher to oversee the SIG program to provide leadership opportunities. 36wks/3hrs/\$40
Spencer	Data Facilitator	Cert.		Y	N		All duties will be outside the contractual hours and tracked. A stipend will be given to a teacher to lead data meetings with staff. 36wks/3hrs/\$40
Greenwell	Tutoring/homework help program supervisor	Cert.		Y	N		Provide supervision for the Tutoring/homework help program 180days/1hr/\$40
Varies	Tutoring/homework help teachers	Cert.		Y	N		Provide before and after school tutoring & homework help to students 111days/\$25/5 teachers
Varies	Saturday School Facilitator	Non Cert.		Y	N		Facilitate the Saturday School program 24wks/4hrs/\$40
Varies	Saturday school teachers	Cert.		Y	N		Provide support to students for Saturday school 24wks/4hrs/\$25/Teacher
Varies	Saturday school counselors	Cert.		Y	N		Provide counseling support to students for Saturday school 24wks/4hrs/\$25/Counselor
Varies	Professional Development stipends	Cert.		Y	N		Teachers will receive professional development. from EES.

Varies	Mentor and Mentee/ Teacher mentoring program	Cert.		Y	N		Southside Middle School gained 15 new teachers to the school this year. Due to the high number of new certified staff to the school, the school has designed a mentoring program for new staff to SMS. Mentors will be assigned to all new teachers. Mentors and Mentees will be provided a \$25/hour stipend each time they meet. This program will consist of a book study, peer classroom observations and meetings throughout the school year.
TBD	Technology Coach	Noncert.	1	N	N		Technology Coach will work directly with teachers to help them implement technology in the classroom that enhances the learning.
TBD	Robotics Coach	Cert.		Y	N		Stipend for the Robotics Coach to lead the Robotics Club at Southside outside of contractual hours and will be tracked. \$1500 stipend and \$300 benefits
TBD/Varies	Extended Learning	Cert.		Y	N		SMS will offer extended learning opportunities for one two session (Oct-Nov & Apr-May) to help students. Students will receive remediation during this time. This will be offered after regular school hours.
Varies	Professional Development			N	N		Teachers will receive professional development through conferences/workshops related to instruction and/or SEL. (Registration fees, travel & meals) \$3000 Stipends to attend Cultural Competency training, SEL, and Literacy
43 SMS Teachers	Professional Learning Communities	Cert.		Y	N		PLC's to implement work developed from the work of NIET, best practices.

TBD	Summer Transition Program	Cert.		Y	N		Summer Transition Program for incoming (2020-2021) sixth grade students. Two 4 day sessions at 4 hours per session (Monday-Thursday). Six teachers, \$825 stipend each. One supervisor, \$1,300 stipend. (\$6,250 total). \$1,250 benefits. (\$7,500 total)
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